

CHIEF FIRE COMMUNICATIONS OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position, the major responsibilities of which are the directing of the operations of the fire communications center and the supervision of all employees assigned to the communications center. The work requires a high degree of responsibility and accuracy in the supervision of the receipt and transmittal of fire alarms and calls, the testing of equipment, and the maintenance of required records and reports. The chief fire communications officer is responsible for the dispatching of volunteer fire companies, in addition to city fire department personnel, and for the maintenance of files on mutual aid. The chief fire communications officer operates with a high degree of independence in his/her assigned area. The employee of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises all operations of the fire communications center.

Supervises all subordinate personnel assigned to the fire communications center. Directs and schedules the work of subordinates. Approves leave. Makes evaluations of performance of subordinates and keeps personnel records on communications employees. Recommends discipline to the fire chief when needed.

Keeps all records assigned such as records of volunteer fire departments, files on mutual aid (equipment available, locations, related information), records from fire stations. Writes detailed technical reports related to fire communications center operations and fire responses.

Maintains running files for the city including maps of new streets, hydrant installations, by receiving and collating information from the city planning commission. Drives to new areas or installations to check information included in running files and to make notes to assist in the work of the department.

Supervises the testing of signal devices, line system, and related communications equipment.

Replies to any correspondence and answers any questions related to the work of the fire communications center.

Acts as liaison for all city emergency services. Is present at the communications center during all disasters to coordinate activities and serve as expert on the operation of communications equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Chief Fire Communications Officer.

BR	06-27-69
Rev	09-17-74
	06-18-79
	01-31-84
	05-22-90
	03-16-00
	11-18-04
	10-18-07
	04-17-08